

## EV RELEASE Dispose of Released Evidence

### A. SCOPE

The disposition of evidence set for release must be documented. Evidence may be disposed/recycled, released for county auction, released for cyber crimes, released to owner, released for use within the forensic science division or for other approved uses.

### B. PROCEDURE

- B.1 Pull disposition sheets out of the Disposition Bins
- B.2 Start with the General Evidence Disposition Bin
- B.3 The stapled packet should contain
  - The DA Release sheet
  - The signed Disposition Request Report
    - Every Disposition requires two signatures (ex. Deputy and Sgt.).
  - The Disposition Receipt
- B.4 Pull the evidence from the listed shelf location.
- B.5 Do not pull drugs or firearms (guns / magazines / ammunition) at this time.
  - Leave these unmarked and place the paper work in the appropriate Firearms Bin or Drugs Bin when you have finished with the General Evidence. To complete their disposition follow the procedures "[Firearms for Destruction...](#)" and "[Preparing for a Drug Burn](#)".
- B.6 Verify that the case number and control number on the disposition release / receipt match those on the evidence packages.
  - For biological evidence such as buccal swabs, blood spot cards, and control number starting with a "P", double check they are eligible to be destroyed per NRS.
- B.7 Remove all the paperwork attached to the evidence package.
  - Examination Request forms must be shredded.
- B.8 On the receipt place a check mark next to the item pulled and initial it as it is disposed or other designation.
- B.9 Items of value such as electronics, jewelry, tools... can be released to County Purchasing for auction. Follow Evidence procedure [Splitting Evidence](#) and then follow Evidence procedure Items for [County Purchasing](#).
- B.10 Ammunition set for destruction may be placed in a designated ammunition box and sent to the firearms section for use. A sub item and separate release is not required.

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- B.11 Items that may be of use in the Forensic Science Division may be released to the Division.
- Split the evidence items if necessary-Evidence procedure [Splitting Evidence](#)
  - Create a Permanent Release for the items.
  - In the Release To field enter "FSD"
  - In the Release ID field enter the name of the employee signing for the items
- B.12 Cellular telephones; computer equipment; laptops; ipads and their chargers should be released for use in Cyber Crimes, contact the Detective assigned to this unit to sign for these items.
- Split the evidence items if necessary- Evidence procedure [Splitting Evidence](#)
  - Create a Permanent Release for the items
  - In the Release To field enter "Cyber Crimes"
  - In the Release ID field enter the name of the Detective signing for the items
- B.13 Items that can be utilized by other government entities or programs may require authorization from a Sergeant and may be released upon final approval by the Division Director.
- B.14 Other items to be disposed:
- During the destruction/disposal process wear appropriate PPE.
  - Discard all drug paraphernalia (break if possible).
  - All items marked "Biohazard" discard in the appropriate biohazard containers.
  - All sharps (i.e. knives, syringes...) discard in the appropriate sharps container.
  - If sharps are too large, secure them in a box and place with the guns set for destruction.
- B.15 Sign at the bottom of the release / receipt under Released By.
- B.16 If there are no other items to be disposed / destroyed, place the release / receipt, chain of custody and disposition request report in the Records Bin.
- Remove staples and clean as much tape off of the paperwork as possible.
  - Web Extender copies or paper work should be shredded (records already has this info.)

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